

# GSFC Assessment Cycle Processing Job Aid

This job aid should be used in conjunction with the user procedures on the OLQR for Processing Assessments in Test Mode and in Live Mode

1. Go to Transaction KSU5 and enter the following information:

**Period:** XX to XX (The Fiscal Period for which you are running your chargeback)

**Fiscal Year**

**Select Background processing**

**Select Test run** (Deselect if it is the production run)

**Select Detailed lists**

**Cycle:** 51XXXX (The name of your assessment cycle)

**Start date:** XX/XX/XXXX (This will automatically populate when you hit enter)

The screenshot shows the SAP 'Execute Actual Assessment: Initial Screen' for transaction KSU5. The interface includes a menu bar (Assessment, Edit, Goto, Extras, System, Help) and a toolbar. The main area is divided into sections for Parameters, Processing, and a table of assessment cycles.

**Parameters**

Period	10	To	10
Fiscal year	2003		

**Processing**

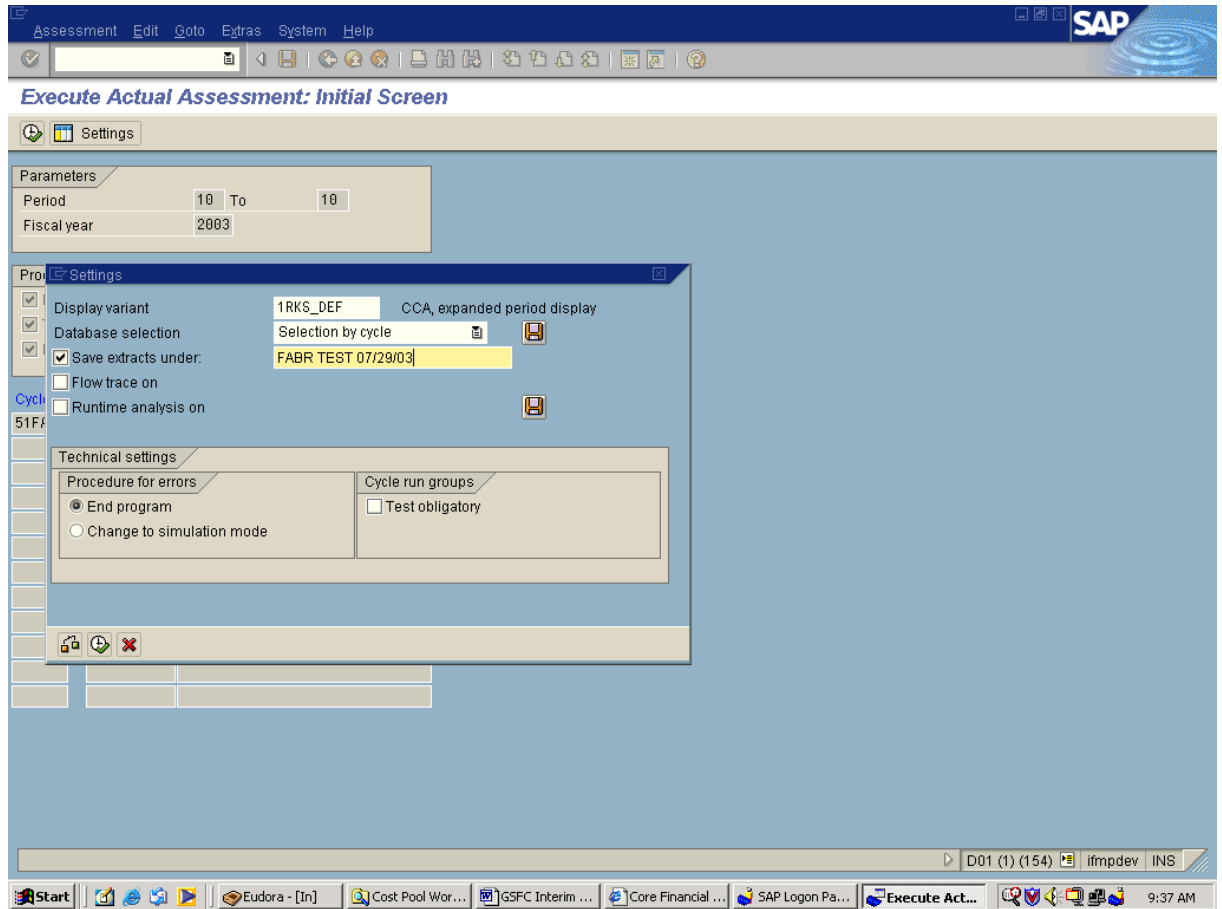
<input checked="" type="checkbox"/> Background processing
<input checked="" type="checkbox"/> Test run
<input checked="" type="checkbox"/> Detailed lists

**List selection**

Cycle	Start date	Text
51FABR	10/01/2002	GSFC Fab Pool Assessment

The status bar at the bottom shows 'D01 (1) (154)' and 'ifmpdev INS'.

2. Select the <Settings> Button and enter the following information:  
**Select Save extracts under**  
**Enter an extract name in the field next to the box that was checked.**  
**Click the Clock icon (Copy Values) at the bottom**



3. Click the <execute> icon

Assessment Edit Goto Extras System Help

Execute Actual Assessment: Initial Screen

Settings

Parameters

Period 10 To 10

Fiscal year 2003

Processing

☒ Background processing

☒ Test run

☒ Detailed lists

List selection

Cycle	Start date	Text
51FABR	10/01/2002	GSFC Fab Pool Assessment

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4. This will bring up a box where you can select a printer  
Click the drop down box next to printer and select a printer near you  
**Deselect** Print Immediately  
**Deselect** Delete after output  
Click <Continue>

The screenshot shows the 'Execute Actual Assessment: Initial Screen' dialog box in SAP. The window title is 'Execute Actual Assessment: Initial Screen'. The 'Output device' is set to 'GSFC\_N\_TRAINING-9'. The 'Number of copies' is 1. The 'Number of pages' section has 'Print all' selected. The 'Spool request' section has 'Name' set to 'SAPMKA2\_TRE'. The 'Spool options' section has 'Print immediately' and 'Delete after output' unchecked, 'New spool request' checked, 'Print priority' set to 5 Medium, 'Spool retention per.' set to 8 Day(s), and 'Archiving mode' set to Print only. The 'Cover sheets' section has 'SAP cover page' and 'OperSys cover page' checked, 'Selection cover page' unchecked, 'Recipient' set to TREIBJM, and 'Department' set to . The 'Print settings' section has 'Report page' set to 65 Rows, 'Report width' set to 132 Columns, and 'Format' set to . The status bar at the bottom shows 'D01 (1) (154) ifmpdev INS'.

Continue User-specific print parameters

Output device GSFC\_N\_TRAINING-9

Number of copies 1

Number of pages

☒ Print all

☐ Print from page 0 To 0

Spool request

Name SAPMKA2\_TRE

Title

Authorization

Spool options

☐ Print immediately

☐ Delete after output

☒ New spool request

Print priority 5 Medium

Spool retention per. 8 Day(s)

Archiving mode Print only

Cover sheets

☒ SAP cover page

☒ OperSys cover page

☐ Selection cover page

Recipient TREIBJM

Department

Print settings

Report page 65 Rows ☐ Only text

Report width 132 Columns

Format

D01 (1) (154) ifmpdev INS

**Job Name:** (Descriptive Name for your job)  
**Select Immediate Start**  
 Select Confirm

[illegible]

6. Go to Transaction SM37 to view the background job and its progress  
Your user name will automatically default.  
Click the <execute> button

The screenshot shows the SAP Simple Job Selection dialog box. The title bar includes 'Job', 'Edit', 'Goto', 'System', and 'Help' menus, along with a toolbar and the SAP logo. The dialog has three tabs: 'Execute' (selected), 'Extended job selection', and 'Information'. The 'Execute' tab contains the following fields and options:

- Job name:** A text field with a yellow background.
- User name:** A text field containing 'TREIBJM'.
- Job status:** A section with checkboxes for 'Sched.', 'Released', 'Ready', 'Active', 'Finished', and 'Canceled'. The 'Released', 'Ready', 'Active', 'Finished', and 'Canceled' checkboxes are checked.
- Job start condition:** A section with 'Fr.' and 'To' date pickers, both set to '07/29/2003'. Below these are two clock icons for time selection. There is also a text field for 'or after event:'.
- Job step:** A section with a label 'ABAP program name:' followed by a text field.

The status bar at the bottom right shows 'D01 (1) (154)', 'ifmpdev', and 'INS'.

7. This will bring up a list of the jobs that you have for the date specified  
Click the <Refresh> icon to refresh the Status

Job overview from: 07/29/2003 at: : :  
to: 07/29/2003 at: : :  
Selected job names: \*  
Selected user names: TREIBJM

☐ Scheduled ☒ Released ☒ Ready ☒ Active ☒ Finished ☒ Canceled  
☐ Event controlled Event ID: : :  
☐ ABAP program Program name: : :

JobName	Ln	Job CreatedBy	Status	Start date	Start time	Duration(sec.)	Delay (sec.)
FABR TEST 07/29/2003		TREIBJM	Active	07/29/2003	08:51:30	5	0
*Summary						5	0

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8. Once the job is finished, select the job and view the job log

SAP

Job Edit Goto Extras Settings System Help

Job Overview

Release Spool Job log Step Application servers

Job overview from: 07/29/2003 at: : :  
to: 07/29/2003 at: : :  
Selected job names: \*  
Selected user names: TREIBJM

☐ Scheduled ☒ Released ☒ Ready ☒ Active ☒ Finished ☒ Canceled  
☐ Event controlled Event ID:  
☐ ABAP program Program name :

JobName	Ln	Job CreatedBy	Status	Start date	Start time	Duration(sec.)	Delay (sec.)
FABR TEST 07/29/2003		TREIBJM	Finished	07/29/2003	08:51:30	29	0
*Summary						29	0

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SAP

Job log Edit Goto System Help

Job Log Entries for FAB TEST 7/24

Long text Previous page Next page

Job log overview for job: FAB TEST 7/24

Date	Time	Message text	Message class	Message no.	Message type
07/24/2003	10:46:14	Job started	00	516	S
07/24/2003	10:46:14	Step 001 started (program RK6ALKSU5, variant &00000000000523, user name GS006385)	00	550	S
07/24/2003	10:49:25	CCA: Actual Assessment ended without update	6A	748	I
07/24/2003	10:49:38	Spool request (number 0000006924) created without immediate output	SY	355	S
07/24/2003	10:49:38	Printing has been carried out	6A	97	S
07/24/2003	10:49:40	Job finished	00	517	S

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- [illegible]

10. From this transaction, you will be able to see the sender amounts and receiver amounts  
Click the <Receiver> button

Display CCA: Actual Assessment Basic list

Controlling area: NASA  
Period: 010  
Fiscal year: 2003  
Processing status: Test run

Processing completed without errors

Cycle	Valid from	Text	P	Senders	Number of receivers	No. of messages
51FABR	10/01/2002	FAB Poo1	I	90	2,968	0

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11. To sort by a field, select that field and click the sort icon (either ascending or descending)

SAP

Display CCA: Actual Assessment Receiver list


Sort in ascending order (Ctrl+Shift+F5)

Cycle  
Starting date 10/01/2002  
Period 010

Invalid	Period	Vsn	Cost ctr	FA	Fund	WBS element	Cost elem.	CO area currency	CO.Cr	Tracing factor
	10	0		022	SAT2920020	51-740-50-60	9000.6000	31.68	USD	1,600
	10	0		022	SAT2920020	51-882-60-23	9000.6000	39.60	USD	2,000
	10	0		022	SAT2920020	51-882-60-25	9000.6000	0.20	USD	10
	10	0		022	SAT2920030	51-740-50-02	9000.6000	100.98	USD	5,100
	10	0		022	SAT2920030	51-740-50-13	9000.6000	0.40	USD	20
	10	0		022	SAT2920030	51-740-50-52	9000.6000	12.08	USD	610
	10	0		022	SAT2920030	51-740-60-80	9000.6000	8.12	USD	410
	10	0		022	SAT2920030	51-882-60-22	9000.6000	15.84	USD	800
	10	0		022	SAT2920030	51-882-60-23	9000.6000	84.55	USD	4,270
	10	0		022	SAT2920030	51-882-60-24	9000.6000	288.29	USD	14,560
	10	0		022	SAT2920030	51-882-60-25	9000.6000	172.06	USD	8,690
	10	0		023	SAT2920030	51-890-10-96	9000.6000	92.66	USD	4,680
	10	0		039	SAT2920030	51-806-40-02	9000.6000	44.15	USD	2,230
	10	0		041	SAT2920020	51-259-10-40	9000.6000	6.14	USD	310
	10	0		083	SAT2920020	51-458-10-10	9000.6000	2,286.11	USD	115,460
	10	0		083	SAT2920030	51-458-10-10	9000.6000	4,149.49	USD	209,570
	10	0		083	SAT2920030	51-458-10-26	9000.6000	73.66	USD	3,720
	10	0		083	SAT2920030	51-458-40-30	9000.6000	120.98	USD	6,110
	10	0		083	SAT2920030	51-458-50-35	9000.6000	716.76	USD	36,200
	10	0		083	SAT2920030	51-458-70-20	9000.6000	5.94	USD	300
	10	0		084	SAT2920030	5121-263-10-83	9000.6000	15.84	USD	800
	10	0		091	HSF5420020	51-379-02-03-01	9000.6000	3.37	USD	170
	10	0		092	HSF5420030	51-264-61-01	9000.6000	272.45	USD	13,760
	10	0		104	SAT2920020	51-258-80-36	9000.6000	0.20	USD	10
	10	0		104	SAT2920030	51-258-80-03	9000.6000	47.92	USD	2,420
	10	0		104	SAT2920030	51-258-80-35	9000.6000	249.48	USD	12,600
	10	0		104	SAT2920030	51-258-80-36	9000.6000	13.66	USD	690
	10	0		137	SAT2920030	51-883-01-01	9000.6000	158.40	USD	8,000
	10	0		137	SAT2920030	51-883-02-02	9000.6000	1,627.56	USD	82,200

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Start Eudor... Cost P... GSFC... Core F... SAP Lo... Displa... SAP E... Displa... 10:03 AM



13. This will show you the subtotal by WBS element and Fund. You can use this to compare to your legacy reports
14. You can print this report by selecting the print icon

LEF List Edit Goto Tools Settings System Help

Display CCA: Actual Assessment Receiver list

Basic list Segments

Cycle 51FABR FAB Pool  
Starting date 10/01/2002  
Period 010

Invalid	Period	Vsn	Cost ctr	FA	Fund	WBS element	Cost elem.	CO area currency	CO Cr	Tracing factor
	10 0			091	HSF542002D	51-379-02-03-01	9000.6000	2.91	USD	170
	10 0			091	HSF542002D	51-379-02-03-01	9000.6000	2.91	USD	170
	10 0			091	HSF542002D	51-379-02-03-01	9000.6000	2.91	USD	170
	10 0			091	HSF542002D	51-379-02-03-01	9000.6000	2.91	USD	170
*					HSF542002D	51-379-02-03-01		771.82	USD	
**					HSF542002D			771.82	USD	
	10 0			092	HSF542003D	51-264-51-01	9000.6000	39.67	USD	2,320
	10 0			092	HSF542003D	51-264-51-01	9000.6000	39.67	USD	2,320
	10 0			092	HSF542003D	51-264-51-01	9000.6000	39.67	USD	2,320
	10 0			092	HSF542003D	51-264-51-01	9000.6000	40.14	USD	2,320
	10 0			092	HSF542003D	51-264-51-01	9000.6000	39.90	USD	2,320
	10 0			092	HSF542003D	51-264-51-01	9000.6000	39.90	USD	2,320
	10 0			092	HSF542003D	51-264-51-01	9000.6000	39.90	USD	2,320
	10 0			092	HSF542003D	51-264-51-01	9000.6000	39.90	USD	2,320
	10 0			092	HSF542003D	51-264-51-01	9000.6000	39.67	USD	2,320
	10 0			092	HSF542003D	51-264-51-01	9000.6000	39.67	USD	2,320
	10 0			092	HSF542003D	51-264-51-01	9000.6000	39.67	USD	2,320
	10 0			092	HSF542003D	51-264-51-01	9000.6000	39.67	USD	2,320
	10 0			092	HSF542003D	51-264-51-01	9000.6000	39.67	USD	2,320
	10 0			092	HSF542003D	51-264-51-01	9000.6000	39.67	USD	2,320
*					HSF542003D	51-264-51-01		556.77	USD	
	10 0			092	HSF542003D	51-264-61-01	9000.6000	272.45	USD	13,760
	10 0			092	HSF542003D	51-264-61-01	9000.6000	272.45	USD	13,760
	10 0			092	HSF542003D	51-264-61-01	9000.6000	272.45	USD	13,760
	10 0			092	HSF542003D	51-264-61-01	9000.6000	272.45	USD	13,760
	10 0			092	HSF542003D	51-264-61-01	9000.6000	272.45	USD	13,760
	10 0			092	HSF542003D	51-264-61-01	9000.6000	272.45	USD	13,760

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14 (cont).

Select your printer

Select a suitable report format

Click the drop-down next to format

Double-click on the format you want ( X\_65\_132 should work)

Click continue

The job will be sent to the printer.

